

Position Description

Date Posted:	August 12, 2016
Position Title:	Urban Outreach Coordinator
Immediate Supervisor:	Jennifer Metz-Brenneman
Category:	Full-time, Regular
Schedule:	40 hours per week, some weekends and evenings
Benefits Eligible?	Yes

Mission Statement: The Kalamazoo Nature Center is a not-for-profit organization whose mission is to inspire people to care for the environment by providing experiences that lead them to understand their connection to the natural world.

Philosophy: Each member of the Kalamazoo Nature Center team is expected to actively support the KNC mission of connecting people to nature while representing the customer care standards which reflect the professionalism of our organization.

Summary of Position:

The Urban Outreach Coordinator will engage community partners in environmental education programs for underserved populations with an overall goal of improving the mental, intellectual, physical and social well-being of underserved families in Kalamazoo. In partnership with private donors, KNC is implementing a community based urban environmental education program in the east side neighborhoods of Kalamazoo for the next three years. The Outreach Coordinator will assist KNC and its partners to develop and implement this program with a team-based approach. The Program is housed in the Experiential Education (EE) Department and the Coordinator will be based out of KNC but will travel regularly to offsite locations in Kalamazoo neighborhoods.

Duties:

- Work with KNC and Experiential Education staff teams to achieve mission goals and programmatic goals developed with community partners.
- Cultivate relationships in communities in which the KNC seeks to establish programming – primarily the East Side and Eastwood neighborhoods.
- Work with KNC staff and community partners to design, develop and implement an urban environmental outreach program model.
- Teach regular community-based environmental education programs in the program areas and, when possible, coordinate with KNC staff and community volunteers to deliver programs.
- Demonstrate a positive image of KNC and our Customer Care Standards for the public.
- Regularly evaluate program efficacy and submit written reports to the EE Director to provide progress updates, including: data presentation, recommendations, staffing needs and requests, resource requests, and other relevant information.
- Collaborate with EE Director and/or VP for Education to communicate program goals and outcomes and strategic planning with community partners.

- Purchase and maintain all equipment and supplies related to the project as needed.
- Coordinate the development and presentation of a community training program.
- Develop collaborative relationships with schools, community centers, childcare centers, churches, healthcare, social service agencies and other organizations in the service area.
- Facilitate connections with neighborhood landowners regarding the use of local green spaces
- Collaborate with the EE Director and other KNC staff to propose, implement and oversee short and long-range plans and budgets, including but not limited to: program plans, marketing plans, staffing structure, budget and evaluation.
- Participate in regular KNC staff activities including, but not limited to: trainings, public events and programs, planning sessions and staff meetings.
- Other duties as assigned by supervisor.

Experience & qualifications:

- Minimum of 3 years' experience in the field of environmental education, interpretation, teaching or related fields.
- Bachelor's degree in environmental education, interpretation, biology, or related field, master's degree helpful.
- Demonstrated understanding of principles of interpretation and environmental education.
- Experience working with diverse populations.
- Commitment to uphold a strong work and environmental ethic while respecting the diversity of culture and beliefs in our clients.
- Experience facilitating successful partnerships resulting in mutual benefits for all organizations involved.
- Experience teaching to all ages and abilities.
- Strong attention to organization and detail.
- Excellent oral and written communication skills.
- Experience in working with volunteers and supervising staff.
- Creativity and high energy.
- Ability to work as a team member as well as individually.
- Personal commitment to the KNC mission.
- Self-starter and self-directed.
- Able to maintain a flexible work schedule – weekends, evenings and holidays.
- Able to lead groups over rough terrain in all weather conditions.
- Able to lift 50 pounds.
- Computer competency.

The Kalamazoo Nature Center is an equal opportunity organization that will not discriminate in its programs or hiring practices on the basis of race, color, religion, sex, age, ethnic origin, physical or mental disability, veteran status, height, weight, sexual orientation or gender identity, marital status, or political affiliation.

How to Apply:

Send resume, cover letter, and three references to:
 Jennifer Metz Brenneman, Experiential Education Director
 JMetz@naturecenter.org
 Application Deadline: Open until filled